



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JOINT RESERVE BASE
400 RUSSELL AVE
NEW ORLEANS, LA 70143-5012

IN REPLY REFER TO:
28 Jun 06

SEXUAL HARASSMENT POLICY STATEMENT

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a military or civilian employee is engaging in sexual harassment.

Any military member or civilian employee who makes a deliberate or repeated unwelcome verbal comment or physical contact of a sexual nature is also engaging in sexual harassment.

SECNAVINST 5300.26D dated 8 December 2005 requires that all DON personnel, military and civilian, will be educated and trained, upon accession (within 90 days to the extent possible) and annually hereafter, in the areas of identification, prevention, resolution, and elimination of sexual harassment.

We at Naval Air Station (NAS), Joint Reserve Base (JRB), New Orleans will uphold SECNAV's policy and will educate all employees in the prevention of sexual harassment.

It is my belief that a proactive attitude must be taken when dealing with sexual harassment in the workplace. Employees must set clear boundaries for behavior they find appropriate or inappropriate. You have the responsibility to value yourself enough to stand up for yourself and to set **boundaries for what you find to be acceptable and unacceptable treatment.** As a supervisor or employee, you have the responsibility, and should feel required, to identify sexual harassment in the workplace and to notify management promptly if it occurs.

We must all work together in an environment of respect if we want to accomplish our mission at NAS JRB New Orleans. This is the bottom line. Sexual harassment is counter productive to our mission and will not be tolerated.


W. J. ADELMENN, JR.